



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF CALASIAO**

**EXECUTIVE ORDER No. 63**

*Series of 2023*

**AN ORDER ORGANIZING THE GRIEVANCE REDRESS MECHANISM (GRM) COMMITTEE SUPPORTIVE OF THE IMPLEMENTATION OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT SCALE UP (PRDP Scale Up) IN THE MUNICIPALITY OF CALASIAO, PANGASINAN**

**WHEREAS**, the Local Government Unit of Calasiao, Pangasinan was able to obtain a loan from the International Bank for Reconstruction and Development – World Bank (IBRD-WB) for the purpose of financing the Philippine Rural Development Project Scale Up (PRDP Scale Up) of the Department of Agriculture in support to the national government thrust of alleviating poverty particularly to the lower segment of the society;

**WHEREAS**, the Municipality of Calasiao, Pangasinan is a participant in the PRDP Scale Up and is directly engaged in establishing the needed rural infrastructure and community livelihood enterprise projects targeting poor farming and fishing communities within municipality;

**WHEREAS**, the Grievance Redress Mechanism (GRM) is an integral management element that intends to seek from beneficiaries and resolve complaints on project activities and performance;

**WHEREAS**, there is a need to organize the Grievance Redress Mechanism Committee that will support all the phases of the subprojects to be implemented by this Local Government Unit;

**NOW THEREFORE**, I, **KEVIN ROY Q. MACANLALAY**, Municipal Mayor of Calasiao, Pangasinan, by virtue of the power vested in me by law, do hereby order the creation of the Grievance Redress Mechanism (GRM) Committee supportive for the implementation of Philippine Rural Development Project (PRDP) Scale Up sub-projects:

**SECTION 1: COMPOSITION.** The Grievance Redress Mechanism Committee shall be composed of the following:

Chairperson/ Grievance Point Person: **Romalyne Q. Macanlalay**  
Municipal Administrator

Vice Chairman/ Alternate  
Grievance Point Person: **Engr. Evelyn C. Siapno**  
MPDO

Members: **Madam Jacel C. Dion**  
OIC-HRMO

**Engr. Edwin P. Tigno**  
Municipal Engineer



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF CALASIAO**

**Dr. Monette Noguit**  
Municipal Agriculturist

**Editha Gorospe**  
Municipal Social Welfare and  
Development Officer

**SECTION 2: GENERAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

The Grievance and Redress Mechanism Committee shall have the following functions, duties and responsibilities:

- a. Get feedback from beneficiaries and resolve complaints on project activities and performance
- b. Ensure that the public within the project influence area are aware of their right to access, and shall have access to the mechanism free of administrative and legal charges
- c. Ensure that these rights and interests are protected from poor project performance especially of the beneficiaries and/ or affected persons, and
- d. Ensure that concerns arising from project performance in all phases are addressed effectively

**SECTION 3: CHAIRMAN/ GRIEVANCE POINT PERSON (GPP)**

The Chairperson or Grievance Point Person (GPP) shall have the following functions:

- a. Responsible for the initial screening of feedbacks and complaints as well as the organization of preliminary meetings with concerned parties to establish the critical path to resolution
- b. Maintain a registry of feedback or grievances received for reporting to the Philippine Rural Development Project especially for the associated follow-up, resolution and or non-resolution of issues.
- c. Provide a standard complaint form to households wishing to provide feedback and/ or complaint about the effects of PRDP Scale Up activities on their property, production system, economic well-being, spiritual life, environmental quality or any other aspect of their lives

**SECTION 4: SECRETARIAT**

The secretariat shall be composed of personnel from the Office of the Mayor and the Office of the Municipal Planning and Development Coordinator, as follows:

**Arch. Arvil Joshua Zacarias Camacho**  
**Genna Palma**  
**Genesis Javier**  
**Juvan A. Aficial**

OFFICE OF THE MAYOR  
2nd Flr., Municipal Hall  
Calasiao, Pangasinan 2418





REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF CALASIAO**

**SECTION 5: FUNCTION OF SECRETARIAT**

The Secretariat of the GRM Committee shall perform the following functions:

- a. Provide the necessary technical and administrative assistance and support services to the GRM Committee
- b. Prepare and submit documents of proceedings such as, but not limited to, solving complaints, issues or concerns pertaining to the pre-implementation, implementation stage and post-implementation of sub projects under the Philippine Rural Development Project Scale Up (PRDP Scale Up)
- c. Coordinate schedule of meetings and activities to the GRM Committee, and
- d. Perform other related functions as maybe assigned by the GRM Committee from time to time

**SECTION 6: FUNDING**

Funding for the activities of the Grievance Redress Committee shall be provided by the Local Government Unit of Calasiao, Pangasinan chargeable against the MOOE of the Office of the Municipal Mayor.

**SECTION 7: SEVERABILITY/ SEPARABILITY CLAUSE**

If, for any reason, any section or provision of this executive order or any part thereof, or the application of such section, provision or portion is declared invalid or unconstitutional, the remainder thereof shall be affected by such declaration.

**SECTION 8: EFFECTIVITY AND REPEALING CLAUSE**

This Executive Order shall take effect immediately upon signing. All executive orders, memoranda and other issuance inconsistent herewith are hereby repealed, amended or modified accordingly.

**DONE** in the Municipality of Calasiao, Pangasinan, this 2<sup>nd</sup> of August 2023.

  
**HON. KEVIN ROY Q. MACANLALAY**  
*Municipal Mayor*